

CONFIDENTIAL (When Filled In)

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060031-8

RECORDS INVENTORY WORK SHEET

DATE 7 / 1 / 73

OFFICE, DIVISION, BRANCH, SECTION

CUSTODIAN

LOCATION

NPIC

RECORDS STORAGE

RECORDS SERIES

TYPE	CODE	EQUIPMENT	1			
✓ 142	01	Book case	SCHEDULE NO.			
✓ 33	02	Book Shelf	ITEM NO.	SUBJECT		
✓ 25	03	Card file (3x5), 10-dwr	PHYSICAL FORM	RETENTION CLASS		
✓ 15	04	Card file (5x8), 10-dwr	DATE (YEAR ONLY)		VOLUME	
✓ 0	05	Drawing storage file	FROM TO		CU. FT.	
✓ 319	06	File cabinet (legal), 5-dr	2			
✓ 73	07	File cabinet (ltr), 5-dwr	SCHEDULE NO.			
✓ 21	08	File cabinet (legal), 4-dr	ITEM NO.	SUBJECT		
✓ 5	09	File cabinet (ltr), 4-dwr	PHYSICAL FORM	RETENTION CLASS		
✓ 50	10	Kardex (5x8)	DATE (YEAR ONLY)		VOLUME	
✓ 20	11	Magnetic tape rack	FROM TO		CU. FT.	
✓ 69	12	Map case, 5-dwr	3			
✓ 3	13	Map case (pigeon hold)	SCHEDULE NO.			
✓ 56	14	Open storage	ITEM NO.	SUBJECT		
✓ 0	15	Over-safe storage cbnt	PHYSICAL FORM	RETENTION CLASS		
✓ 4	16	Power file	DATE (YEAR ONLY)		VOLUME	
✓ 14	17	Safe file (lgl), 5-dwr	FROM TO		CU. FT.	
✓ 0	18	Safe file (ltr), 5-dwr	4			
✓ 79	19	Safe file (lgl), 4-dwr	SCHEDULE NO.			
✓ 0	20	Safe file (ltr), 4-dwr	ITEM NO.	SUBJECT		
✓ 79	21	Safe file, 2-dwr	PHYSICAL FORM	RETENTION CLASS		
✓ 0	22	Safe file (card), 5-dwr	DATE (YEAR ONLY)		VOLUME	
✓ 115	23	Safe-T-Stack	FROM TO		CU. FT.	
✓ 16	24	Shelf storage (open)	5			
✓ 114	25	Conserv-A-File	SCHEDULE NO.			
✓ 25	26	Shelf storage (movable)	ITEM NO.	SUBJECT		
✓ 122	27	Shelf storage (TAB)	PHYSICAL FORM	RETENTION CLASS		
✓ 133	28	Supply cabinet	DATE (YEAR ONLY)		VOLUME	
✓ 36	29	Tab card cabinets	FROM TO		CU. FT.	
✓ 14	30	X-Ray cabinet, 3-dwr	6			
✓ 391		Desk (dwr. only)	SCHEDULE NO.			
✓ 40		File Cabinet (legal) 2 drwr	ITEM NO.	SUBJECT		
✓ 1		File Cabinet (legal) 3 drwr	PHYSICAL FORM	RETENTION CLASS		
✓ 119		Film Shelves (Wooden)	DATE (YEAR ONLY)		VOLUME	
			FROM TO		CU. FT.	
TYPE	CODE	STORAGE AREA	CODE	PHYSICAL FORM		
35	01	Active office space	01	Paper records		
	02	Vault area	02	Microfilm		
	03	Secure area	03	Motion picture film		
	04	Secure storage area	04	Magnetic tape		
	05	Storage area (open)	05	Sound recordings		
			06	Operational film		
			07	Photographs		
			08	Duplicate film		
			09	IBM (tab) cards		
			10	5x8 cards		
			11	3x5 cards		
			12	4x6 cards		
			13	Film chips		
			14	Machine runs		
			15	Combination		

CONVERSION TABLE
(one cubic foot equivalent)

10 lin feet	3x5 cards
6 lin feet	4x6 and tab cards
4 lin feet	5x8 cards
1 lin foot	letter or legal
84 reels	16mm microfilm
54 reels	35mm microfilm
7 reels	magnetic tape

REMARKS:

- | | |
|-----------------------------------|-------------------------------|
| ✓ 1 - Layout Rack (Wooden) | ✓ 4 - Card File (4x6) 10 drwr |
| ✓ 13 - Card File (5x8) 2 drwr | ✓ 1 - Shelves Atlas |
| ✓ 1 - Card File (5x8) 1 drwr | ✓ 1 - Rolledex File |
| ✓ 2 - Card File (5x8) 7 drwr | ✓ 1 - Card File 14 drwr |
| ✓ 1 - Card File (5x8) 6 drwr | ✓ 1 - Cabinet Mosler Harbor |
| ✓ 1 - Card File (4x6) 8 drwr | ✓ 94 - File Cabinet 7 drwr |
| ✓ 2 - File Cabinet (legal) 1 drwr | ✓ 2 - Safe, Briefing Boards |
| ✓ 1 - Card File (3x8) 1 drwr | ✓ 1 - WAC Chart File |
| ✓ 1 - File Cabinet Photo Tank | ✓ 1 - Card Catalog (3x5) |
| ✓ 1 - Flex-A-Line | |

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SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
✓ Book Case	6.4	908.8
✓ Book Shelf	6.4	211.2
✓ Card File (3x5), 10 drwr.	8.1	202.5
✓ Card File (3x5 5x8), 10 drwr.	5.6	84.0
✓ Drawing Storage File	-----	-----
✓ File Cabinet (legal), 5 drwr.	8.6	2,743.4
✓ File Cabinet (letter), 5 drwr.	8.6	627.8
✓ File Cabinet (legal), 4 drwr.	8.6	180.6
✓ File Cabinet (letter), 4 drwr.	8.6	43.0
✓ Kardex (5x8)	-----	-----
✓ Magnetic Tape Rack	11.0	220.0
✓ Map Case, 5 drwr.	32.5	2,242.5
✓ Map Case (pigeon hold)	11.2	33.6
✓ Open Storage	3.8 8 6.7	71.5
	<i>5.7 average</i>	
✓ Over-Safe Storage Cabinet	-----	-----
✓ Power File	42.0	168.0
✓ Safe File (legal), 5 drwr.	10.0	140.0
✓ Safe File (letter), 5 drwr.	-----	-----
✓ Safe File (legal), 4 drwr.	10.0	790.0
✓ Safe File (letter), 4 drwr.	-----	-----
✓ Safe File, 2 drwr.	10.0	790.0

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<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
Safe File (card), 5 drwr.	-----	-----
√Safe-T-Stack	4.0	460.0
√Shelf Storage (open)	6.7	107.2
√Conserv-A-File	12.7	1,447.8
√Shelf Storage (movable)	11.3	7,919.0
	7,636.5	
√Shelf Storage (TAB)	7.5	915.0
√Supply Cabinet	9.0	1,197.0
√Tab Card Cabinets	4.7	169.2
√X-Ray Cabinet, 3 drwr.	9.9	138.6
√Desk (drwrs. only)	8.6	3,362.6
√File Cabinet (legal), 2 drwr.	8.6	344.0
√File Cabinet (legal), 3 drwr.	8.6	8.6
√Film Shelves (wooden)	6.6	785.4
√Layout Rack (wooden)	5.0	5.0
√Card File (5x8), 2 drwr.	5.6	72.8
√Card File (5x8), 1 drwr.	5.6	5.6
√Card File (5x8), 7 drwr.	5.6	11.2
√Card File (5x8), 6 drwr.	5.6	5.6
√Card File (4x6), 8 drwr.	4.6	4.6
√File Cabinet (legal), 1 drwr.	8.6	17.2
√Card File (3x8), 1 drwr.	-----	-----
√File Cabinet Photo Tank	8.9	8.9
√Flex-A-Line	9.7	9.7

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<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
√Card File (4x6), 10 drwr.	4.6	18.4
√Shelves Atlas	7.5	7.5
√Rolledex File	9.4	9.4
√Card File, 14 drwr.	5.6	5.6
√Cabinet Mosler Harbor	11.3	11.3
√File Cabinet, 7 drwr.	8.6	808.4
√Safe, Briefing Boards	8.7	17.4
√WAC Chart File	13.1	13.1
√Card Catalog (3x5)	5.2	<u>5.2</u>
TOTAL		27,348.2

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